

Discovery Land Administrator - Support

Team: Discovery Land

Reports to: Director of Discovery Land

Status: Full-time (40 hours per week); Non-Exempt; Weekend and evening hours are required.

Position Summary:

This position will support Discovery Land by providing the administrative support necessary to provide excellent children's ministry programming on Sunday mornings and Wednesday evenings.

Responsibilities:

- Support DL Coordinators with administrative needs:
 - Prepare lanyards
 - Support ministry leaders with creative projects and printing needs
 - Prepare PowerPoint presentations as needed
- Facilitate and support materials needed for Child Dedication and Baptisms
- Manage all PCO (church software) resources for all events (registrations, event setup and resources)
- Coordinate the GRID planning process for DL
 - Submit all event proposals bi-annually and late proposals when necessary
 - Work with DL Director on project briefs for each event requiring Communication's or Tech Team support
 - Attend monthly AAC Administrative meetings
- Prepare all materials for summer and fall recruit seasons
- Manage weekly Tracker's Treasures and Tracker Jr. for ministry leaders
- Organize and manage all files and pictures for DL
- Assist at AWANA as needed
- Provide admin support for DL Hortonville
- Assist with special events and trainings as needed
- Assist DL Administrator - Guest Services as needed
- Back-up person for Welcome Team Lead and Check-Ins
- Other tasks as assigned by the Director of Discovery Land

Position requirements:

- A desire to make an impact through Children's Ministry
- A desire to learn and understand all things Discovery Land as it relates to the ministry here at AAC.



APPLETON ALLIANCE CHURCH

*Connecting the world with **God** and **one another***

- Ability to follow written and verbal instructions with great attention to detail.
- Proficiency in Microsoft Word, Excel, Google Docs.
- Experience with PowerPoint desired
- Good oral and written communication skills
- Ability to easily learn additional programs or equipment
- Positive attitude, friendly and outgoing
- Problem solving/crisis management skills
- Ability to multi-task quickly and effectively
- Excellent organization skills
- Works well within systems/structure
- Flexible and enjoys fast-paced ministry
- A committed, growing follower of Jesus Christ
- A member of Appleton Alliance Church or able to complete the membership process

STRATEGIC FRAMEWORK

Vision/Purpose: Connecting the world with God and one another

MINISTRY VALUES

1. Bringing glory to God and reaching people for Jesus Christ drives everything we do
2. All of our ministries are to be Biblically sound, culturally relevant, and supported with prayer
3. God's Word is truth, and we trust it above anything else to make a lasting impact on those we touch
4. Individual and corporate worship is critical to our spiritual health and relationship with God
5. Our fellowship is focused on shepherding and caring for one another
6. Our evangelism is driven by a sincere burden for all people and is worldwide in its impact
7. Our ministry is done with excellence and sense of urgency because it honors God and inspires people
8. We will never lose sight of our vision

MINISTRY PHILOSOPHY

Simple Purpose, Simple Church

Our purpose is simple: Connecting People with God and One Another. Our church structure, programming and ministries will follow our simple discipleship process. All we do will be understandable and easily accessible. We will strive to have a minimum amount of bureaucracy

Strategic and Effective

We minister with a sense of urgency; the stakes are heaven and hell for the people we serve. Everything we do will be strategically planned, focused on the vision and measured for outcomes. Our measure of "success" will be conversions, baptisms, spiritual growth and maturity, and the completing of the Great Commission

Felt Needs First, Prescribed Needs Second

We will seek to meet people's felt needs first, then move people to the "prescribed" needs outlined in the Bible

Come and See - Go and Be

We will partner with the congregation in doing Kingdom work. The staff's role will be to provide clear vision and effective programming. The congregation's role will be to invite people to come and experience what God is doing through Appleton Alliance Church and eventually engage in the discipleship process. We also encourage ministries and individuals to "go and be" the reality of Jesus Christ by sharing Christ's love through personal evangelism, community service and world missions

Healthy Relationships

We work together as a team. We keep short accounts, will not let conflict simmer and have a never-ending focus on the vision. We will maintain a broad view and will not tolerate turf wars or personal kingdom building

Servant Leadership

We have a towel over our arm at all times. We have a positive attitude of joyful, humble service towards each other and the people we serve in and outside of our church

Stronger Together

We will be a ministry that strategically and intentionally integrates ministries so they link together to produce healthy disciples of Christ that can advance the Kingdom as one

Complementarian

Men and women equally share in the blessings of salvation; nevertheless, based on Scripture, some governing and teaching roles within the church are restricted to men

Healthy Leadership

We are healthy, high-capacity individuals. We maintain our spiritual, emotional, relational, mental, and physical health by keeping our priorities straight. We live up to our commitments to others and live lives of integrity, at home, at church, and in the community

Equip Future Leaders

We will train, equip, and empower young leaders in all ministries to remain relevant and effective, both for today, and for future generations